

## Advice for the next of kin or representative on what to do upon the death of a tenant

We recognise that the death of a relative or friend is a sad and often distressing time.

During this time you will also want to settle their affairs and this leaflet will help you know what you have to do in regards to their tenancy with East Lothian Council.

### How do I end the tenancy?

Please notify the Council as soon as possible after the deceased has passed away. Their tenancy will legally come to an end on the date of death.

We do ask that rent is paid right up to when the tenancy ends. Funds left in the deceased person's estate should be used for this purpose. If Housing Benefit has been claimed, this will stop from the date the person passed away.

The Housing Officer responsible for the management of the tenancy will write confirming the tenancy end date.

### Who else do I need to inform?

You will need to inform companies such as utility providers that the person has passed away. For example: gas, water, electricity (they will need meter readings at the date of death) telephone and broadband providers, TV licensing, Council Tax and

Housing Benefit (if they were in receipt of HB).

Please also inform other relevant agencies such as care and support providers (if the deceased person had a carer or support worker), Adult Social Care, meals on wheels, cleaners or domestic help services, garden aid etc.

### What will happen to their mail?

We would recommend using the Post Office's redirection service to ensure that you receive any mail.

### Will I have to remove all belongings?

You will need to remove all of the deceased person's belongings and furniture within fourteen days from date of death - there are no charges made during this time.

If you would like a longer period of time to remove belongings, it is important that you speak to the Housing Officer to agree this as soon as possible. Please note that there will be a property charge, equal to the weekly rent charge, for any extended period of time. This charge is payable in advance.

You may wish to donate any unwanted furniture to local charities. Furniture in good condition may be collected free of charge and be used to help others.

The Housing Officer may be able to provide contact numbers for furniture recycling

facilities in the area e.g. Recycling First Project in Macmerry.

Any furniture or other items left in the vacated property will be removed by us and the relevant cost will be passed to the deceased's estate for payment.

Any gas cooker needing to be removed must be disconnected by a registered engineer.

Please ensure that any mobility aids such as walkers, commodes, bath seats or other aids are returned to the correct agency - usually Adult Social Care.

The property will also need to be cleaned so that it is in an acceptable condition for the incoming tenant.

### To whom do I return the keys?

Keys to the property must be returned before 12 noon at the end of the agreed period.

They must be returned to the Housing Officer, or if the property is in a sheltered scheme you can return the keys to a Sheltered Housing Officer.

East Lothian Council would like to offer our condolences to you and thank you for your assistance at this difficult time.

## Local Offices

Tel: 01620 827827

### Musselburgh Area

Brunton Hall, Ladywell Way, Musselburgh.  
EH21 6AF

[housingmusselburgh@eastlothian.gov.uk](mailto:housingmusselburgh@eastlothian.gov.uk)

### Prestonpans Area

Aldhammer House, High Street,  
Prestonpans EH32 9SH

[housingprestonpans@eastlothian.gov.uk](mailto:housingprestonpans@eastlothian.gov.uk)

### Tranent Area

The George Johnstone Centre,  
35 Winton Place, Tranent. EH33 1AE

[housingtranent@eastlothian.gov.uk](mailto:housingtranent@eastlothian.gov.uk)

### East Area - Haddington Office

John Muir House, Brewery Park,  
Haddington. EH41 3HA

[housinghaddington@eastlothian.gov.uk](mailto:housinghaddington@eastlothian.gov.uk)

### East Area - North Berwick Office

North Berwick Library, School Road,  
North Berwick. EH39 4HW  
[housingnorthberwick@eastlothian.gov.uk](mailto:housingnorthberwick@eastlothian.gov.uk)

### East Area - Dunbar Office

Bleachingfield Centre, Countess Crescent,  
Dunbar. EH42 1DX  
[housingdunbar@eastlothian.gov.uk](mailto:housingdunbar@eastlothian.gov.uk)



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